

MISSOURI ALL-HAZARD EMERGENCY PLANNING CHECKLIST

[NOTE: This document is NOT considered to be all-inclusive for the content of an EOP.]

Using this Checklist

This checklist can be used prior to the development/update of an EOP so that a jurisdiction can identify those essential planning items it should include in its plan. Also, and more importantly, it should be used as a final check/review to make sure that the jurisdiction's EOP meets SEMA's basic emergency planning requirements. SEMA will ensure that the EOPs meet these requirements as we assist the local jurisdictions with their updates within our planning schedule/cycle. When SEMA assists a local jurisdiction in the update of its EOP, the SEMA planner will be responsible for completing this document for that EOP.

To complete this checklist, simply state the location in the EOP where each planning item can be found. Write this information on the line next to that particular planning item. For example, if the item can be found in the Basic Plan, Situation and Assumptions, state this or use an outline format (i.e., Basic Plan, II, A, 1). If the item is contained in an appendix or attachment to the basic plan/annex, simply state, "Annex C, Appendix 3, Attachment A". Page numbers may also be used when identifying the locations of these items. The choice is left to the plan reviewer.

Should there be a need to reference a document that is covered by this planning guidance, but was too large to include in the actual EOP, simply indicate where this document can be found. For example, when referencing a public works' resource list which is maintained in the Public Works Director's office, state, "On file in Public Works Director's office". However, if an EOP has these additional documents under a separate cover, a statement should be made in the EOP explaining where these documents can be found. For example, if a county chooses to have a stand-alone hazardous materials plan which is kept on file in the County Commission's office, state this location in the EOP. This is recommended not just for SEMA's benefit, but so that all holders of the EOP will know where to locate this information.

It should be noted that although the planning items in this guide are arranged by "Basic Plan", "Direction and Control", etc., these items can be located in other parts of the plan. The best locations for these items should be determined by the jurisdiction.

NOTE: Planning consideration items for terrorist situations are in BOLD.

Preface

1. _____ Include a promulgation statement or other enabling local government document.
2. _____ Include a table of contents.
3. _____ Include a record of changes.
4. _____ **Include a glossary of terms used in the EOP, including terrorism terms, such as crisis management, consequence management, NBC, WMD, etc.**
5. _____ Include a distribution list for the EOP.
6. _____ Include the date on the EOP.

Basic Plan

1. _____ Identify the purpose of the plan, including the emergency management goals.
2. _____ **Include a hazard analysis for the jurisdiction that details each hazard that could affect the jurisdiction and its potential impact; include maps (flood plain, dams, earthquake fault zones, hazardous materials facilities, transportation routes, etc.) when appropriate. For terrorism incidents, include the FBI definition of terrorism, the various forms of terrorism, and general potential targets in the jurisdiction.**
3. _____ Define the geographical and physical characteristics of the jurisdiction, as well as the population.

4. _____ Identify the four time frames for performing emergency management activities (i.e., mitigation, preparedness, response, and recovery).
5. _____ Identify those agencies/departments with essential records and the means of protecting these records from the identified hazards.
6. _____ List the line of succession (three-deep) for the chief elected official and the emergency management director.
7. _____ Identify the authorities/responsibilities of the chief elected official and the circumstances when this authority is transferred.
8. _____ Explain the purposes of the different parts of the EOP (i.e., basic plan, annexes, appendices).
9. _____ Identify by position title the individual responsible for implementing the EOP.
10. _____ Identify by position title the individual responsible for maintaining the EOP.
11. _____ **List the legal basis for the EOP, including the emergency management organization (i.e., local ordinances, court orders, state and federal laws, etc. and those legal documents relating to terrorist incidents, such as, Presidential Directive 39).**
12. _____ List reference documents, guidance documents, hazardous materials plan (if a stand-alone plan).
13. _____ Include an overall emergency management organizational diagram by function.
14. _____ Include a diagram designating those individuals (by position) who have a primary and supporting role for each of the functions listed in the plan. Tasks those with a primary role to develop SOGs/SOPs.
15. _____ Include the emergency classification and control

procedures (i.e., list the levels of severity, the conditions for each, the associated response levels, and the EOC staffing for each).

16. _____ Include procedures for requesting state and federal assistance.
17. _____ List federal, state, private, and volunteer agencies/organizations and their telephone numbers.
18. _____ Ensure that all individuals/agencies assigned EOP responsibilities are aware of these responsibilities.

Annex A -- Direction & Control

1. _____ Identify the individual by position (including line of succession) who is responsible for direction and control activities.
2. _____ Identify primary and alternate emergency operations centers (EOCs), including street addresses.
3. _____ Identify the mobile EOC, if applicable, and where it is stored.
4. _____ Describe the communications capabilities of the primary, alternate, and mobile EOCs, including dispatching capabilities, NAWAS points, MULES terminals, telephone lines, etc.
5. _____ Describe primary and back-up power sources for the EOCs, including fuel supply.
6. _____ List by position title (with space for personal name and telephone number) those functional coordinators that would be called in to staff the EOC.
7. _____ Identify by position who will notify the EOC staff to come to the EOC, as well as other response organizations that will not be operating out of the EOC.
8. _____ Include a significant events log.

9. _____ Ensure that a record of all expenses incurred because of the disaster is maintained for each function.
10. _____ Identify by position the person responsible for managing, maintaining, and activating the EOC.
11. _____ Describe the Incident Command System to be used by the jurisdiction.
12. _____ List the tasks that would be performed by this function.
13. _____ Describe methods of collecting/exchanging information among response organizations, the EOC staff, SEMA, and FEMA.
14. _____ **In terrorist incidents, explain how crisis and consequence management operations will take place in the EOC and the federal joint operations center (JOC).**

Annex B -- Communications and Warning

1. _____ Identify by position (including line of succession) the individual responsible for coordinating communications activities.
2. _____ List the radio frequencies available to the jurisdiction.
3. _____ List the communications equipment available, including that in the primary, alternate, and mobile EOCs (i.e., base stations, hand-helds, mobiles, cellular phones, etc.).
4. _____ Describe the message flow procedures in the EOC.
5. _____ Include a message form and communications log.

6. _____ Identify by position (including line of succession) the individual responsible for coordinating warning activities.
7. _____ List the warning devices available in the jurisdiction (outdoor sirens, tone-activated receivers, cable-interrupt, etc.).
8. _____ Identify who has the authority to activate the warning devices and how these devices are activated.
9. _____ Identify weather spotter procedures.
10. _____ List any emergency telephone warning notification call-down lists (i.e., schools, nursing homes, day care centers, factories, senior citizen housing complexes, and individuals with special needs) maintained by the jurisdiction. Also, identify if the jurisdiction's 911 system has "Reverse 911" capability and describe its procedure.
11. _____ Describe alternate methods of communication (i.e., Farm Bureau satellite system, MARS, RACES, ARES, amateur operators, etc.).
12. _____ List the tasks to be performed by this function.
13. _____ Identify the primary and local EAS television and radio stations.
14. _____ Describe procedures for protecting communications equipment from the effects of the disaster.
15. _____ **Describe any special information collection procedures that the 911 system may have for monitoring similar complaints/symptoms reported to them.**

Annex C -- Emergency Public Information

1. _____ Identify by position (including line of succession) the individual designated as the jurisdiction's official PIO, and who will coordinate all emergency public information activities.
2. _____ Identify any populations whose primary language is not English, and how emergency information will be translated.
3. _____ Explain the procedures for notifying persons with hearing impairments.
4. _____ List the radio stations, television stations, and newspapers serving the jurisdiction, including contact numbers.
5. _____ Establish a procedure for providing information and answering inquiries from the general public.
6. _____ **Describe procedures for releasing news releases, including specific procedures for terrorist (or suspected terrorist) incidents.**
7. _____ Provide pre-developed news releases for the various hazards which could affect the jurisdiction.
8. _____ List the tasks to be performed by this function.
9. _____ **For terrorist incidents, designate a local PIO or spokesperson who will be assigned to the federal JOC and work with other state and federal PIOs.**

Annex D -- Damage Assessment

1. _____ Identify by position (including line of succession) the individual responsible for coordinating damage assessment.
2. _____ Display damage assessment information in the EOC.

3. _____ Maintain an inventory of maps of the jurisdiction for damage assessment use.
4. _____ Reference qualified personnel (i.e., SAVE volunteers, contractors, engineers, architects, etc.) that are available to assist in damage assessment.
5. _____ Establish a code system (i.e., for structure damage, victim search, quarantine, etc.) to post on inspected buildings.
6. _____ After the disaster, coordinate with the appropriate personnel inspections on critical facilities (i.e., hospitals, EOC, reception and care centers, etc.), evacuation routes, and airstrips.
7. _____ Identify the types of disaster assistance available and the procedures for requesting it.
8. _____ List the tasks to be performed by this function.

Annex E -- Law Enforcement

1. _____ Identify by position (including line of succession) the individual responsible for coordinating law enforcement activities.
2. _____ Cordon-off the affected area and establish a security-pass system for entering the area.
3. _____ Provide law enforcement staff to critical facilities (i.e, EOC, shelters) for security purposes.
4. _____ Protect prisoners in custody and develop evacuation procedures for them.
5. _____ Maintain a call-up list of personnel.
6. _____ List personnel, vehicles, and equipment available with the law enforcement agencies serving the jurisdiction.
7. _____ List mutual aid agreements maintained with outside law

enforcement agencies.

8. _____ Maintain contact numbers for other local and state law enforcement agencies that may be able to provide assistance.
9. _____ List the tasks to be performed by this function.
10. _____ **In terrorist incidents, identify the local law enforcement official(s) who are in charge of the incident (due to the crisis management requirement) until the FBI arrives.**
11. _____ **Identify that the FBI will be in charge of all response operations to a terrorist incident through the federal JOC, with FEMA performing the consequence management operations.**
12. _____ **Designate a local law enforcement representative to report to the federal JOC.**
13. _____ **Describe the operations procedures/guidelines that will be followed in a terrorist incident.**
14. _____ **Identify the specialized local, state, and federal resources available to assist in a terrorist incident, including contact information.**

Annex F -- Fire & Rescue

1. _____ Identify by position (including line of succession) the individual responsible for coordinating all fire activities.
2. _____ Identify by position (including line of succession) the individual responsible for coordinating all rescue activities.
3. _____ List fire and rescue resources.
4. _____ Maintain fire and rescue call-up rosters.
5. _____ List mutual aid agreements with other fire and rescue

organizations, as well as reference the State of Missouri (Division of Fire Safety) Mutual Aid System.

6. _____ Provide first-aid to disaster victims and workers.
7. _____ Maintain contact numbers with surrounding fire and rescue organizations.
8. _____ List the tasks to be performed by this function.

Annex G -- Resource & Supply

1. _____ Identify by position (including line of succession) the individual responsible for coordinating resource and supply activities.
2. _____ Identify transportation resources for evacuation (including specially-equipped vehicles for individuals with special needs) and supply delivery purposes.
3. _____ List the resources that are available to the jurisdiction, including the name of the provider and contact numbers.
4. _____ Maintain an inventory system to track supplies used in the disaster and develop a form to document these expenses.
5. _____ Designate staging areas and mobilization centers where resources can be located for distribution.
6. _____ List the tasks to be performed by this function.
7. _____ Discuss the procedures for the management of donated goods.

Annex H -- Hazardous Materials

[NOTE: The first nine (9) items are the “shall” items that originated from Federal Public Law 99-499, SARA, Title III, 303 © (1).]

1. _____ Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in Section 302(a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals or natural gas facilities.
2. _____ Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
3. _____ Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
4. _____ Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of Section 304).
5. _____ Methods for determining the occurrence of a release, and the area or population likely to be affected by such a release.
6. _____ A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.

7. _____ Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
8. _____ Training programs, including schedules for training of local emergency response and medical personnel.
9. _____ Methods and schedules for exercising the emergency plan.
10. _____ Notify and coordinate with adjacent jurisdictions.
11. _____ Identify medical facilities capable of treating contaminated patients.
12. _____ Identify emergency medical services trained to treat contaminated patients.

[NOTE: Items 13 through 15 should be included in the radiological appendix. (See Preface, Page ii, "Significant Changes".)]

13. _____ Identify trained/certified volunteer agencies involved in radiological response activities.
14. _____ Identify the external agencies available to support a radiological response (private, state, and federal).
15. _____ Identify radiological equipment kit configurations and explain the purpose and use of each type of kit.

Annex I -- Public Works

1. _____ Identify by position (including line of succession) the individual responsible for coordinating all public works activities.
2. _____ Inspect streets, bridges, etc. for damages.
3. _____ Establish procedures for clearing debris (i.e., prioritizing routes, etc.).
4. _____ Maintain a call-up list of public works personnel,

including telephone numbers.

5. _____ Identify the agencies/organizations responsible for providing water, electricity, natural gas, sewer, and sanitation services to the jurisdiction, including telephone numbers.
6. _____ List the resources available from all of the jurisdiction's public works services.
7. _____ List the mutual aid agreements that are maintained by the various public works services.
8. _____ List the tasks to be performed by this function.
9. _____ **Identify special procedures for handling, removing, and disposing of debris from a terrorist incident.**

Annex J -- Evacuation

1. _____ Identify by position (including line of succession) the individual responsible for coordinating evacuation activities.
2. _____ Identify by position the chief elected official responsible for ordering an evacuation.
3. _____ Identify the situations that may require an evacuation of some or all of the population.
4. _____ Identify and coordinate evacuation routes.
5. _____ Estimate the number of people requiring public transportation assistance (including special needs populations).
6. _____ Coordinate evacuation instructions with the PIO and the Reception & Care Coordinator.
7. _____ Establish traffic control points for traffic flow purposes.
8. _____ Include a log to show persons contacted, when, and by

whom.

9. _____ List special facilities or groups (i.e., handicapped, elderly, etc.) requiring assistance in an evacuation (i.e., hospitals, nursing homes, schools, day care centers, handicapped facilities).
10. _____ Designate potential staging areas for persons requiring transportation.
11. _____ List the tasks to be performed by this function.

Annex K -- In-Place Shelter

1. _____ Identify by position (including line of succession) the individual responsible for coordinating all in-place shelter activities.
2. _____ Coordinate with the PIO the release of in-place shelter instructions.
3. _____ Identify those hazards which could require in-place sheltering.
4. _____ Include **pre-developed** emergency public information instructions on in-place sheltering for specific hazards.
5. _____ List the tasks to be performed by this function.

Annex L -- Reception & Care

1. _____ Identify by position (including line of succession) the individual responsible for coordinating reception and care activities.
2. _____ Identify the hazards which would require reception and care operations.
3. _____ List the shelters available for the evacuees, disaster responders, and special needs groups.
4. _____ Negotiate and/or list shelter agreements with shelter

owners.

5. _____ Coordinate reception and care activities with the PIO and the Evacuation Coordinator.
6. _____ Explain the policy for pets/animals in shelters.
7. _____ Identify facilities for pet/animal shelters.
8. _____ List the tasks to be performed by this function.
9. _____ Identify trained shelter staff (or provide training for them).
10. _____ Identify volunteer agencies, including capabilities and resources, which can assist reception and care activities; include American Red Cross zone lead units and the local Division of Family Services county office.

Annex M -- Health & Medical

1. _____ Identify by position (including line of succession) the individual responsible for coordinating all health and medical activities.
2. _____ Identify hospitals/clinics responsible for providing patient care.
3. _____ Identify the organization(s) responsible for providing triage and patient transport.
4. _____ Identify the organization responsible for providing public health services.
5. _____ Identify who will provide mental health services for disaster victims and workers.
6. _____ Identify by position the individual responsible for coordinating mass fatality operations.
7. _____ Describe mass fatalities operations (i.e., Missouri Funeral Directors Association's disaster plan).

8. _____ List the hospitals, clinics, ambulances, health department, counselors, coroner/medical examiner, funeral homes serving the jurisdiction.
9. _____ List veterinary clinics that would be able to assist with health and medical services.
10. _____ Maintain call-up lists of all health and medical services, including telephone numbers,
11. _____ List mutual aid agreements maintained by the ambulance districts.
12. _____ List the tasks to be performed by this function.
13. _____ **For terrorist incidents (including suspected terrorist incidents), reference the FBI and the Missouri Department of Health's Memorandum of Understanding, dated October 28, 1999, which describes how chemical or biological agent samples will be transported to the laboratory for analyzation.**
14. _____ **Describe the medical reporting system for public health emergencies.**

GLOSSARY OF TERMS AND ACRONYMS

ARES: Amateur Radio Emergency Services

Consequence Management: Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. (State and local governments exercise primary authority to respond to the consequences of terrorism. The federal government provides assistance as required. Consequence management is generally a multi-function response coordinated by emergency management.)

Crisis Management: Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. (The federal government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. State and local governments provide assistance as required. Crisis management is predominantly a law enforcement response.)

DNR: Department of Natural Resources

EAS: Emergency Alert System (formerly known as the Emergency Broadcast System). A communication and warning system set up by the federal government in order for emergency messages to be broadcast via radio and television stations.

EOC: Emergency Operations Center. A centralized location where direction and control is unified, information collection is evaluated and displayed, response agencies are coordinated, and resources are managed.

EOP: Emergency Operations Plan

FBI: Federal Bureau of Investigation

FEMA: Federal Emergency Management Agency

LEPC: Local Emergency Planning Committee

JOC: Joint Operations Center (FEMA's)

<u>MARS:</u>	Military Affiliate Radio System
<u>MERC:</u>	Missouri Emergency Response Commission
<u>MULES:</u>	Missouri Uniform Law Enforcement System. A hard wire land line computer system where information, such as weather, road conditions, hazardous materials incidents, and train derailments can be transmitted to all receiving points (about 250 in the state). This system has the capability to communicate with all 50 states.
<u>NAWAS:</u>	National Warning System. A land line network for transmitting and receiving emergency information to federal, state, and local agencies who have NAWAS drops (phones). It was designed specifically for warning in the event of a national emergency; now it is used in transmitting and receiving other emergency information, such as severe weather.
<u>NBC:</u>	Nuclear, Biological or Chemical (weapons)
<u>NRC:</u>	National Response Center or the Nuclear Regulatory Commission
<u>PIO:</u>	Public Information Officer
<u>RACES:</u>	Radio Amateur Civil Emergency Services
<u>SARA:</u>	Superfund Amendment Reauthorization Act (Title III). Reauthorization of the Superfund Act of 1980 which includes requirements for emergency planning.
<u>SAVE:</u>	“Structural Assessment and Visual Evaluation” Coalition
<u>SEMA:</u>	State Emergency Management Agency
<u>SOG/SOP:</u>	Standard Operating Guides/Procedures. A ready and continuous reference to those guides/procedures which are unique to a situation and which are used for accomplishing specialized functions.
<u>WMD:</u>	Weapons of Mass Destruction